[](https://www.smartsheet.com/try-it?trp=11049&utm_campaign=/content/contingency-plan-templates&utm_medium=Contingency+Plan+Checklist+doc+11049&lpa=Contingency+Plan+Checklist+doc+11049)**CONTINGENCY PLAN   
CHECKLIST TEMPLATE**

CONTINGENCY PLAN

project NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
| --- | --- | --- | --- | --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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| **PREPARED BY** |  | **TITLE** |  | **DATE** |  |
| **APPROVED BY** |  | **TITLE** |  | **DATE** |  |

# CONTINGENCY PLAN CHECKLIST

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | **ITEM** | **ASSIGNED TO** | **DATE ASSIGNED** | **DATE DUE** | **DATE COMPLETED** |
|  | Establish disaster planning and a mitigation team |  |  |  |  |
|  | Determine the risks for all potential disasters |  |  |  |  |
|  | Create an evacuation plan |  |  |  |  |
|  | Conduct practice drills regularly |  |  |  |  |
|  | Establish a central meeting place for all staff members |  |  |  |  |
|  | Identify and post all emergency contact information |  |  |  |  |
|  | Establish a phone tree |  |  |  |  |
|  | Put together an emergency kit (first-aid kit, flashlight, batteries, fire extinguisher, radio, etc.) |  |  |  |  |
|  | Collect all staff contact information |  |  |  |  |
|  | Establish an alternate work site and a remote access policy |  |  |  |  |
|  | Document and distribute the full disaster and business contingency plan |  |  |  |  |

# recovery procedures

The organization details the specific activities or tasks needed to recover normal and critical business operations. It describes each strategy by enumerating the specific set of activities and tasks needed to recover appropriately.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X** | **ITEM** | **ASSIGNED TO** | **DATE ASSIGNED** | **DATE DUE** | **DATE COMPLETED** |
|  | 1. Disaster Occurrence |  |  |  |  |
|  | 1. Notification of Management |  |  |  |  |
|  | 1. Preliminary Damage Assessment |  |  |  |  |
|  | 1. Declaration of Disaster |  |  |  |  |
|  | 1. Plan activation |  |  |  |  |
|  | 1. Relocation to remote site |  |  |  |  |
|  | 1. Implementation of temporary procedure |  |  |  |  |
|  | 1. Establishment of Communication |  |  |  |  |
|  | 1. Restoration of data process |  |  |  |  |
|  | 1. Commencement of alternative site operations |  |  |  |  |
|  | 1. Cessation of alternative site operations |  |  |  |  |

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